

## **Berwyn Public Library Rules of Behavior Policy**

The Berwyn Public Library Board of Trustees encourages all members of the community to use the library. To ensure that all library customers or patrons are able to use the library without unnecessary distractions each library patron must be respectful of the rights of all the users of the library.

Illinois Revised Statutes, Chapter 81, Section 4-7 grants the Library Board the right to establish the following Rules of Behavior for public use of the Library. The Library reserves the right to exclude any person who willfully violates these rules. In addition, failure to comply with one or more of the Library's established policies on public conduct could result in suspension of Library privileges or other remedies available under the law.

The following rules will apply:

1. Respect other Library users and staff. Patrons using foul, abusive or threatening language, engaging in physical abuse or under the influence of drugs or alcohol will not be tolerated and are subject to immediate ejection from the Library.
2. If a patron is creating a disturbance or causing problems, staff will request the patron stop the behavior. If the conduct does not improve, the library staff has the authority or right to tell the patron to leave the library. If the patron refuses to comply and continues to cause problems, the police can then be contacted to eject the patron from the library.
3. Patrons and staff are asked to speak in quiet tones and low voices. Cell phone use is restricted to the elevator lobbies and the Library entrance lobby. The use of radios, tape, CD or other recorded sound players without headphones is not allowed. Audio volume should not be heard when headphones are being used.
4. Patrons shall not consume food or use tobacco or tobacco products in the library. Non-alcoholic beverages in capped bottles are permitted. Food and beverages may be served at approved events.
5. Public rest rooms may not be used for bathing or washing clothes. Library material(s) may not be taken into public rest rooms.
6. Vehicles (excluding wheelchairs and baby strollers) such as bicycles, skate boards, skates and roller blades, are not permitted in the Library, in the lobby, on the steps or on the handicapped ramp.

7. Library users may not leave personal belongings unattended in the Library. Personal property may not be left with Library staff. The Library is not responsible for any loss of users' personal belongings. The Library maintains the right to inspect the content of all packages/bags of visitors entering or leaving the library.
8. The Library reserves the right to impose time limits upon the use of Library equipment.
9. Shoes and shirts are required at all times while using the Library.
10. Animals, other than specially trained animals used as aids by persons with disabilities, are not permitted in the Library.
11. Possession of weapons or gang paraphernalia is prohibited.
12. Campaigning, petitioning, interviewing, survey taking, soliciting or selling is prohibited.
13. Gambling is prohibited.
14. Children under the age of 10 must be attended and adequately supervised by a parent or a responsible care giver, age 14 or older while in the library. Children attending a library program must be brought into the building by a parent or a responsible child care giver who must remain in the building until the conclusion of the program at which time the parent or care giver must resume supervision of the child. Disruptive children (such as those who run, climb, or make loud noises) not accompanied by parents will be asked to leave after receiving one warning and after parents have been notified. If the parent(s) are present, they will be asked to remove the disruptive child/children from the library. Parents are responsible for their children's behavior while in the library whether or not the parent is present.
15. If unattended children age 13 and under are present in the library at closing time or at the time of an emergency closing, the librarian in charge shall attempt to contact a parent or guardian by telephone to come and pick up the child within 15 minutes. If no parent or guardian can be reached, the librarian will contact local police. At least two adult staff members will wait with the child until the police arrive to take custody of the child.
16. Children under the age of 12 must be accompanied by an adult to ride in the elevator.

17. All conduct that may endanger the health and safety of Library users or employees or that may cause damage to Library materials or facilities is strictly prohibited. Examples include moving furniture that would block aisles, using shelving, tables or chairs as footstools, sitting on tables or stairways and vandalizing Library facilities.
18. Patrons are not permitted access to staff work areas unless accompanied by a staff member.

**Approved by the Berwyn Public Library Board of Trustees**  
**Effective October 16, 2006**  
**Amended April 21, 2008**